

ORD--78

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MEMORANDUM FOR: All ORD Personnel

SUBJECT : Career Development of Secretarial,
Clerical, and Administrative Personnel

REFERENCE : Attached ORD General Notice No.

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The attached General Notice No. rescinds General Notice No. and establishes secretarial, clerical, and administrative personnel career development policies in accordance with DD/S&T and Office of Personnel regulations.

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BACKGROUND

The ORD Special Panel was established on 6 June 1966 for the purpose of handling promotion actions for all ORD secretarial, clerical, and administrative personnel. On 3 February 1975, the ORD Career Service Panel recommended continuation of the Special Panel as a subpanel of the Career Service Panel. As of 15 May 1978, the Special Panel was charged specifically to consider and separately report to the DD/S&T Senior Secretarial Career Service Panel (SSCSP) career management actions concerning senior secretarial personnel (grades GS-08 and up). Actions concerning this group of personnel will come under the cognizance of the DD/S&T SSCSP that was created in response to the DDCI memorandum of 13 April 1978. The responsibility for career management actions concerning all ORD clerical personnel as well as secretarial personnel in grades GS-07 and below will remain with the ORD Career Service Panel; for secretaries in grades GS-08 and above that responsibility is shared with the DD/S&T Senior Secretarial Career Service Panel.

It is the intent of the Career Service Panel that the ORD Special Panel consider all career development activities, including promotions, transfers, training,

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evaluations, rotations, etc., for ORD secretarial personnel below grade GS-08 and all ORD clerical personnel. The Special Panel is chaired by the Deputy Director/ORD, reporting to the Director/ORD as chairman of the ORD Career Service Panel. The ORD Special Panel is responsible to the ORD Career Service Panel for recommending career development actions concerning secretarial and clerical personnel assigned to ORD. The ORD Career Service Panel approves all career management actions for secretaries at the GS-07 level and below and for all clerical assignees. The Career Service Panel recommends career management actions to the SSCSP for senior secretaries (GS-08 and above). The Special Panel has as its primary objective optimal utilization and development of secretarial and clerical personnel insofar as it affects the office generally. Every effort will be made to discuss potential transfers with division and staff chiefs who would be affected by these changes. However, the Special Panel will adhere to those features of Headquarters Regulations, Office of Personnel and DD/S&T regulations which permit secretaries to apply for vacancies or to submit requests for transfer without prior discussion with their supervisors.

The Special Panel focuses its attention on career development; however, secretarial, clerical, and administrative personnel assigned to a given unit are responsible to their line supervisor for day-to-day supervision. Line supervisors are reminded that they have a responsibility to provide training and greater opportunities to their personnel. This responsibility includes making appropriate recommendations concerning training, advancement, etc., to the Special Panel, thereby participating in the process of career development.

I am confident that all supervisors recognize the importance of maintaining and improving the skills and opportunities of our secretarial, clerical, and administrative personnel.

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Director of Research and Development

Attachment:

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OFFICE OF RESEARCH AND DEVELOPMENT

Special Panel Members

1. Deputy Director of Research and Development
2. Executive Officer, ORD
3. Chief, Support Branch, Management Staff, ORD
4. Secretary to Director of Research and Development
5. Training Officer, ORD

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